You should develop a syllabus (or disclosure) for every CE course you teach. You need to post a copy of this syllabus in your SLCC Canvas course. Your faculty liaison will work with you to make sure that this syllabus contains all of the information that SLCC is legally responsible for sharing with students, but your syllabus must include the following information:

1. [Course number (CRN)]

2. [Course title]

3. [Term]

4. [Your name]

5. [Your phone number]

6. [Your e-mail address]

7. [Your office/room number]

8. [Your office hours]

9. [Required course text]

10. [Any required supplemental materials]

11. [CE contact info]

CE office phone: 801-957-6344

CE office email: concurrent@slcc.edu

CE advising email: concurrentadvising@slcc.edu

12. [CE calendar]

You can access that here: <http://www.slcc.edu/concurrentenrollment/calendar.html>

13. [**Any information required by your academic department**]

You can access your course’s curriculum outline (CCO) and syllabus template through

MyCE.